



# K A N S A S

JACK RICKERSON, DIRECTOR

DEPARTMENT OF ADMINISTRATION  
DIVISION OF PERSONNEL SERVICES

KATHLEEN SEBELIUS, GOVERNOR  
HOWARD R. FRICKE, SECRETARY

## MEMORANDUM

**TO:** Human Resource Managers

**FROM:** Robbie Berry

**DATE:** February 2, 2004

**SUBJECT:** Federal and State Posting Requirements Follow-up

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In October, I sent a memo providing information on federal and state posting requirements. In that memo, I noted the Americans with Disability Act (ADA) Notice to the Public access policy, dated August 1998, was being reviewed for updates. This memo is to let you know that the revised ADA policy is now available and is attached for your use. The revised ADA public notice is in letter format from Howard R. Fricke, Secretary of Administration, and is dated January 5, 2004. Please replace the August 1998 policy with the January 2004 policy on all of your official bulletin boards.

For your reference, the attachment included with the October memo has been updated to reflect the revised ADA policy and is also attached. Both the memo and the attachment will continue to be available on the Agency Resource Center website <http://da.state.ks.us/ps/subject/ARC.htm>.

Please contact me at [Robbie.Berry@da.state.ks.us](mailto:Robbie.Berry@da.state.ks.us) if you have any questions. For ADA inquiries or to review the ADA regulations, please contact Anthony A. Fadale, State ADA Coordinator. Anthony may be reached at (785) 296-1389 or you can email Anthony at [Anthony.Fadale@da.state.ks.us](mailto:Anthony.Fadale@da.state.ks.us)

Thank you for your assistance in keeping agency bulletin board postings current.

Attachments

## Required State Posters

Title Revision Date	Source	Call to Order
<u>Equal Opportunity in Employment</u>	Kansas Human Rights Commission <a href="http://www.khrc.net/publication.html">http://www.khrc.net/publication.html</a>	(785) 296-8665 1-888-793-6874
Child Labor May 2000  <i>NOTE: This poster is required if an agency employs an individual(s) under 18 years of age.</i>	Kansas Department of Labor, Employment Standards <a href="http://www.dol.ks.gov/ES/html/clp.pdf">http://www.dol.ks.gov/ES/html/clp.pdf</a>	(785) 296-4062
<u>Unemployment Insurance</u> February 2000	Kansas Department of Labor, Employment Standards <a href="http://www.dol.ks.gov/ES/html/uip.pdf">http://www.dol.ks.gov/ES/html/uip.pdf</a>	(785) 296-4062
Employee Right to Communicate or Whistleblower's Act (Kansas Civil Service Act)	Kansas Statute No. 75-2973 <a href="http://kslegislature.org/cgi-bin/statutes/index.cgi">http://kslegislature.org/cgi-bin/statutes/index.cgi</a>	
<u>Worker's Compensation</u> June 2000	Kansas Department of Labor, Employment Standards <a href="http://www.dol.ks.gov/ES/html/wcp.pdf">http://www.dol.ks.gov/ES/html/wcp.pdf</a> You can obtain a color poster with specific contact information for employees who need help or information on their claim. Please contact <a href="mailto:Doug.Hollandsworth@da.state.ks.us">Doug.Hollandsworth@da.state.ks.us</a>	(785) 296-4062  (785) 296-3569 DPS
Americans with Disability Act Notice to the Public January 5, 2004	Letter format from the Secretary of Administration. Contact Anthony Fadale, State ADA Coordinator at <a href="mailto:Anthony.Fadale@da.state.ks.us">Anthony.Fadale@da.state.ks.us</a>	(785) 296-1389

## Agency-Specific

The following are agency-specific policies and procedures that may be helpful to employees by having this information easily accessible on agency bulletin boards. The policy on Harassment is required to be posted by January, 2004.

- Policy on Harassment: Sexual Harassment and Other Prohibited Harassment. The Governor issued Executive Order 03-13 requiring agencies to update their Sexual Harassment policies and post by January, 2004.
- Workplace Violence Policy
- Grievance Procedure
- Performance Review Appeal Process
- Other Agency policies, such as the Inclement Weather Policy, Policy on Access and Tuition Assistance Policy.

## Required Federal Posters

<b>Title Revision Date</b>	<b>Source</b>	<b>Call to Order</b>
The Equal Employment Opportunity (EEO) September 2002	Office of Federal Contract Compliance (OFCCP) - EEOC <a href="http://www.dol.gov/esa/regs/compliance/posters/pdf/7975epos.pdf">http://www.dol.gov/esa/regs/compliance/posters/pdf/7975epos.pdf</a>	1-800-669-3362
Fair Labor Standards Act (FLSA) Minimum Wage Poster Publication WH 1088 October 1996	U.S. Department of Labor – Employment Standards Administration Small color poster - <a href="http://www.dol.gov/esa/regs/compliance/posters/pdf/minwageP.pdf">http://www.dol.gov/esa/regs/compliance/posters/pdf/minwageP.pdf</a> Small B&W Poster - <a href="http://www.dol.gov/esa/regs/compliance/posters/pdf/minwagebwP.pdf">http://www.dol.gov/esa/regs/compliance/posters/pdf/minwagebwP.pdf</a>	(816) 426-5481
*Employee Polygraph Protection Act (EPPA) September 1988 WH Publication 1462	US Department of Labor – Employment Standards Administration Color Poster - <a href="http://www.dol.gov/esa/regs/compliance/posters/pdf/eppac.pdf">http://www.dol.gov/esa/regs/compliance/posters/pdf/eppac.pdf</a> B&W Poster – <a href="http://www.dol.gov/esa/regs/compliance/posters/pdf/eppabw.pdf">http://www.dol.gov/esa/regs/compliance/posters/pdf/eppabw.pdf</a>	Toll-free 1-(866) 487-9243
Family and Medical Leave Act (FMLA) Publication WH 1420 August 2001	U.S. Department of Labor - Employment Standards Administration <a href="http://www.dol.gov/esa/regs/compliance/posters/pdf/fmlaen.pdf">http://www.dol.gov/esa/regs/compliance/posters/pdf/fmlaen.pdf</a>	(816) 426-5481

**NOTE:** The State of Kansas is not covered by OSHA and is not required to display their poster.

*\*Every employer subject to the Employee Polygraph Protection Act (EPPA) shall post and keep posted on its premises a notice explaining the Act. Such notice must be posted in a prominent and conspicuous place in every establishment of the employer where it can readily be observed by employees and applicants for employment.*

## Other Federal Posters You May Need

Although unlikely, under certain circumstances, you may need one or more of the following posters. Click on the link for more information.

Davis-Beacon Poster - <http://www.dol.gov/esa/regs/compliance/posters/davis.htm>

Notice to Workers with Disabilities - <http://www.dol.gov/esa/regs/compliance/posters/disab.htm>

Migrant and Seasonal Agricultural Worker Protection Act (MSPA) Poster -

<http://www.dol.gov/esa/regs/compliance/posters/mspaensp.htm>

Service Contract Act / Walsh-Healey Poster -

<http://www.dol.gov/esa/regs/compliance/posters/sca.htm>